

## **SENIOR ACCOUNTING OFFICER (SUPERVISOR)**

### **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** November 17 – 21, 2003

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** Debbie Cade, Associate Personnel Analyst,  
Personnel Examining Section

**Number of Incumbents:** There are 21 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated August 31, 2003.

**Names of the Subject Matter Expert(s) and their background:**

**Walter Mazza, Accounting Administrator I, Regional Accounting Office, Corcoran**

Mr. Mazza has been an Accounting Administrator for 3 years; he was a Senior Accounting Officer (Supervisor) for 2 years and has 13 years of experience with the Department of Corrections.

**Janet Delorey, Accounting Administrator I, Headquarters Accounting,**

Ms. Delorey has been an Accounting Administrator for 5 years; she was a Senior Accounting Officer (Supervisor) for 3 years and has 16 years of experience with the Department of Corrections.

**Yaser Samara, Accounting Administrator I, Regional Accounting Office, El Centro**

Mr. Samara has been an Accounting Administrator for 3 years; he was a Senior Accounting Supervisor for 2 years and has 5 years of experience with the Department of Corrections.

## **SENIOR ACCOUNTING OFFICER (SUPERVISOR) INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Class Specifications for Senior Accounting Officer (Supervisor)
- Prior exam history file for Senior Accounting Officer (Supervisor)
- Duty statements for Senior Accounting Officer (Supervisor)
- State of Nevada for Accounting Assistant IV
- State of Kentucky for Account Specialist Supervisor and Accountant IV

Other sources were viewed for information (e.g. other states job specifications); however, the information was not relevant to the job analysis and therefore not included.